

## Information available from Bridport Town Council under the model publication scheme

### **The scheme commits Bridport Town Council:**

- to proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by Bridport Town Council and falls within the classifications below.
- to specify the information which is held by Bridport Town Council and falls within the classifications below.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- to produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- to review and update on a regular basis the information the authority makes available under this scheme.
- to produce a schedule of any fees charged for access to information which is made proactively available.
- to make this publication scheme available to the public.
- to publish any dataset held by Bridport Town Council that has been requested, and any updated versions it holds, unless Bridport Town Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and Bridport Town Council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **Classes of information**

- Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it.
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
- Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

**The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is placed in archive storage, or is difficult to access for similar reasons

**The method by which information published under this scheme will be made available**

The attached chart shows the method by which information published under this scheme will be made available.

Bridport Town Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Information will usually be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, Bridport Town Council will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where Bridport Town Council is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Bridport Town Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as photocopying, postage and packaging and the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of Bridport Town Council. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

<b>Information published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees Details of any representation on local public bodies	Website	Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address)	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure/ organisation chart	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	5p per sheet
Members' allowances and expenses	Scheme on Web Site List of Claims (hard copy)	Free 5p per sheet
Salaries of senior staff and pay multiple	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Five Year Plan	Website	Free
Annual Report to Town Meeting	Website	Free
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	

<b>Information published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website or hard copy	5p per sheet
Responses to planning applications	Website	Free
By-laws	Hard copy	5p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Complaints Procedures on web site  Other policies hard copy	Free  5p per sheet
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Hard copy	5p per sheet

<b>Information published</b>	<b>How the information can be obtained</b> (hard copy and/or website)	<b>Cost</b>
Data protection policies	Hard copy	
Schedule of charges (for the publication of information)	As attached	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Hard copy	5p per sheet
Assets Register (public land and buildings)	Website	5p per sheet
Disclosure log (info provided in response to FOIA and EIR requests)	Hard copy	
Register of members' interests	Website	5p per sheet
Register of gifts and hospitality	Website	5p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Community venues and halls (venue hire)	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Hard copy	5p per sheet
Town Guide	Hard copy	Free
Media releases	Website or hard copy	5p per sheet
Monthly newsletter	Website	Free
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Additional Information to be added, such as fraud investigations if relevant	N/A	

**Contact details:** Sally Freemantle, Town Clerk, Bridport Town Council, Mountfield, Bridport DT6 3JP  
[sally.freemantle@bridport-tc.gov.uk](mailto:sally.freemantle@bridport-tc.gov.uk) 01308 456722

**Schedule of charges** (how the charges have been arrived at).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost incurred by Bridport Town Council
	Photocopying @ 10p per sheet (colour)	Actual cost incurred by Bridport Town Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (Re-use of Public Sector Information Regulations 2015)

## Freedom of Information (FOI) – How to make a request to Bridport Town Council

Under the Freedom of Information Act 2000, anyone has the right to ask Bridport Town Council for recorded information that the Council holds. This can include documents, emails, reports, minutes, or data about the Council's decisions and activities.

If the information you want is about the environment (such as planning, land, air, water, waste, or wildlife), your request may be handled under the Environmental Information Regulations (EIR) instead — but the process is very similar.

### 1. How to make a request

Your request must be in writing – by email, letter, or through an online form. You need to include:

- Your name
- A contact address (email is fine)
- A description of the information you want

Send it to: [sally.freemantle@bridport-tc.gov.uk](mailto:sally.freemantle@bridport-tc.gov.uk) or Bridport Town Council, Mountfield, Rax Lane, Bridport, DT6 3JP

Once received, the council will log your request, note the date it arrived, and begin the 20-working-day response period.

### 2. Acknowledging your request

You'll receive an acknowledgment within a few days confirming:

- That your request has been received
- When you can expect a response (within 20 working days)
- If the council needs you to clarify or narrow your request. If clarification is needed, the 20-day time limit will pause until you reply.

### **3. Checking if the information is held**

The council will check whether it actually holds the information you've asked for. If it doesn't, you'll be told as soon as possible and, if known, directed to the public body that does (for example, Dorset Council).

### **4. Deciding what can be released**

The council will consider whether any legal exemptions apply. Some information cannot be released (for example, personal data or commercially sensitive material). If information is withheld, the council will explain why and reference the relevant part of the law.

### **5. Costs**

Most requests are free of charge, but there may be small fees for printing, photocopying, or postage. If the cost of finding and providing the information would exceed £450, the council may ask you to narrow your request or, in some cases, refuse it.

### **6. Receiving your response**

You will receive a response within 20 working days (or sooner where possible). The response will:

- Confirm whether the information is held
- Provide the information (in your requested format, where reasonable)
- Explain any refusal and the reasons
- Tell you how to request an internal review if you're unhappy with the outcome

### **7. Asking for a Review**

If you're dissatisfied with how your request was handled or the response you received, you can ask for an internal review. A senior officer not involved in the original decision will review your case. You'll receive the outcome within 20 working days.

If you still disagree, you can contact the Information Commissioner's Office (ICO), which oversees FOI compliance:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

### **8. Publication and Record-Keeping**

The council keeps records of all FOI and EIR requests and responses. Much information is already available through its Publication Scheme above; you may find what you need there without having to make a request.